

DAILY SCHEDULE

A useful way to organize our time and consequently to become more organized is to have a daily schedule.

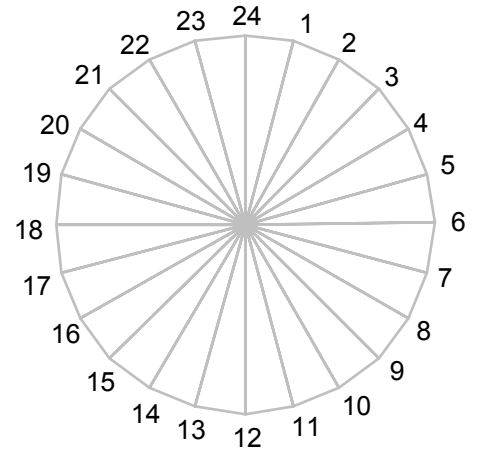
The way to do a planning is very simple. First of all, we place on the schedule the routine actions for every day like rest, meals, classes... After that, we put the important things like studying, doing homework, duties... and finally the less important like our hobbies...

PLANNING

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1-2							
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23-24							

How do you distribute your 24 hours a day?

Imagine the chart below is a 24 hour clock. Depending on the activity you do, shade with the corresponding colours. Don't use half hours.

Activity		Fraction	Number of degrees
Classes. Blue.			
Rest. Green			
Study/Homework. Red			
Others. Yellow			
Total			